

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input checked="" type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
POSITION DETAILS:	Position Title:	BIORESOURCES TECHNICIAN		
Division:	Bioresources	Department:	Scientific Services	
Position reports to: (role)	Bioresources Team Leader			
Location: <i>include all possible locations</i>	100 Roberts Road Subiaco / Perth Children's Hospital			
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why				
<p>The Bioresources technician is responsible for the daily care of research animals including animal husbandry, environmental monitoring & enrichment, record keeping welfare checks and facility sanitation.</p>				
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>				
Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured

<p>Animal Care and Husbandry</p>	<p>50</p>	<ul style="list-style-type: none"> • Perform daily husbandry tasks including cage changing, weaning, animal welfare checks and breeding using aseptic techniques • Report animal welfare issues to researchers and animal welfare officer • Animal identification • Breeding colony maintenance • Assist in the logging in and unpacking of incoming animals from other institutions • Operate autoclave, cage washer and any other animal facility equipment as required • Comply with Australian Code of Practice and TKI policies and standard operating procedures • Other duties are assigned by the Bioresources Team Leader 	<ul style="list-style-type: none"> • All dirty animal cages are changed weekly or fortnightly depending on the number of animals present in boxes • Ensuring the optimal levels of animal stocks are maintained for research needs • Animal health and welfare of rodents is at optimal levels • Ensure that clean stores are available for technician and researcher use • Ensuring researcher animal needs are met • Ensuring the safe operation of the Bioresources facility • Ensuring facility is operating within the current industry standards • Routines are completed on schedule 	<ul style="list-style-type: none"> • Achieving outcomes in an organised manner within the allotted time period • Feedback from researchers • Adherence to OSH policies • Healthy animals • 100% compliance of animal monitoring
<p>Administrative</p>	<p>25</p>	<ul style="list-style-type: none"> • Database management- including adding new users, projects, Cohorts and AEC applications • Training of new staff/ researchers to use the database • Organising of data for the monthly billing • Assisting researchers and Animal Welfare Officer with the reporting of annual animal numbers used • Ordering of animals for researchers and consumables for the daily operating of the facility • ChemAlert group chemical representative • First aid officer – administers first aid to people in the Bioresources when required • Occupational safety & health representative- Ensures compliance OS&H policy & procedures 	<ul style="list-style-type: none"> • Ensuring all facility data is captured on database and is accurate • Ensuring all BRC users are trained in the use of the database • All orders are placed in a timely manner • Keeping the chemical database up to date • Treating any injuries that are reported • Ensure compliance to all OS&H policies and procedures 	<ul style="list-style-type: none"> • Database is accurate and kept up to date • All users know how to use the database • Relevance of documentation • Timeliness of documentation • Facility complies to OS&H

Team membership	15	<ul style="list-style-type: none"> Assists the Bioresources Team Leader in the daily running of the facility Actively contributes to a harmonious team, both from a cultural and work output perspective Attends staff meetings and training sessions as scheduled by the Bioresources Team Leader and Animal Welfare Officer Assists team members in completing all required tasks 	<ul style="list-style-type: none"> Participate and contribute to team activities 	<ul style="list-style-type: none"> Productive and positive team environment
Customer service	5	<ul style="list-style-type: none"> Deal with external service providers such as service technicians, animal suppliers, supply partners, etc. Liaise with all scientists involved in animal research at the facility 	<ul style="list-style-type: none"> Communicate with Institute staff and external service providers in a professional manner 	<ul style="list-style-type: none"> High quality customer service Feedback from staff Feedback from service providers
Laboratory	5	<ul style="list-style-type: none"> Assists researchers in procedures occurring throughout the facility Administers anaesthesia Using specialise equipment such as centrifuges, isoflurane machines, CO2 chambers. 	<ul style="list-style-type: none"> Carrying out successful procedures and effectively supports researchers 	<ul style="list-style-type: none"> Feedback from staff and researchers

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

- Certificate Animal Technician, Diploma Animal Technology or similar

<p>Skills, Knowledge & Experience:</p>	<ul style="list-style-type: none"> • Minimum 3 years' experience in a similar position • Working knowledge with rodents, breeding systems and animal husbandry • Understanding of the importance of animal welfare • Proficient in animal handling and basic animal procedures • Sound administrative skills, including sound computer literacy and database management experience • knowledge of the Australian code for the care and use of animals for scientific purposes (2013) • Physically fit with the ability to lift heavy boxes and equipment • Ability to work as an effective member of a team as well as independently with minimal supervision 		
DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:			
<p>Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role</p>	<p>Bachelor of Science</p>		
<p>Skills, Knowledge & Experience:</p>			
SCOPE:			
<p>Financial accountability: Does this role have accountability for a budget? No</p>			
<p>People responsibility: Does this role have any direct reports or indirect reports (through direct reports)? No</p>			
<p>No. of direct reports</p>	<p>None</p>	<p>No. of indirect reports</p>	<p>None</p>

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

Next level of supervision

Bioresources
Team Leader

Immediate level of supervision

Senior Technical
Officer

Other roles reporting to immediate supervisor

		Bioresources Technician			
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Direct reports (role x no.)

Bioresources Technician	Bioresources Attendant	Bioresources Attendant	Facilities Support Technician	Facilities Support Technician	
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ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?

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